



How to Create and Edit Employee

Overview:

Employee Information is the backbone of QNE Payroll System. It is the first setup to consider before proceeding with the other Master files Maintenance.

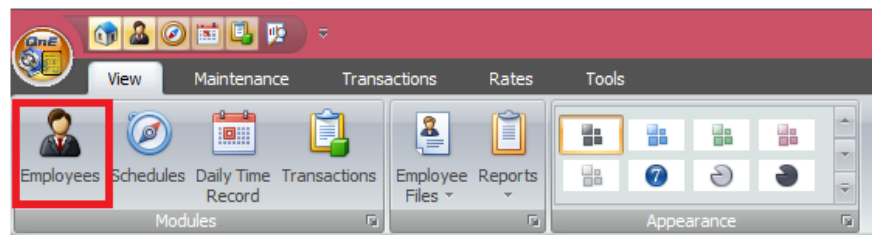
Scenario:

Employee that is not currently added in the Payroll System e.g., New Employee must be created under Employee Maintenance. Also, in cases that there is a change in the existing employee details, amendment should take place using the same form.

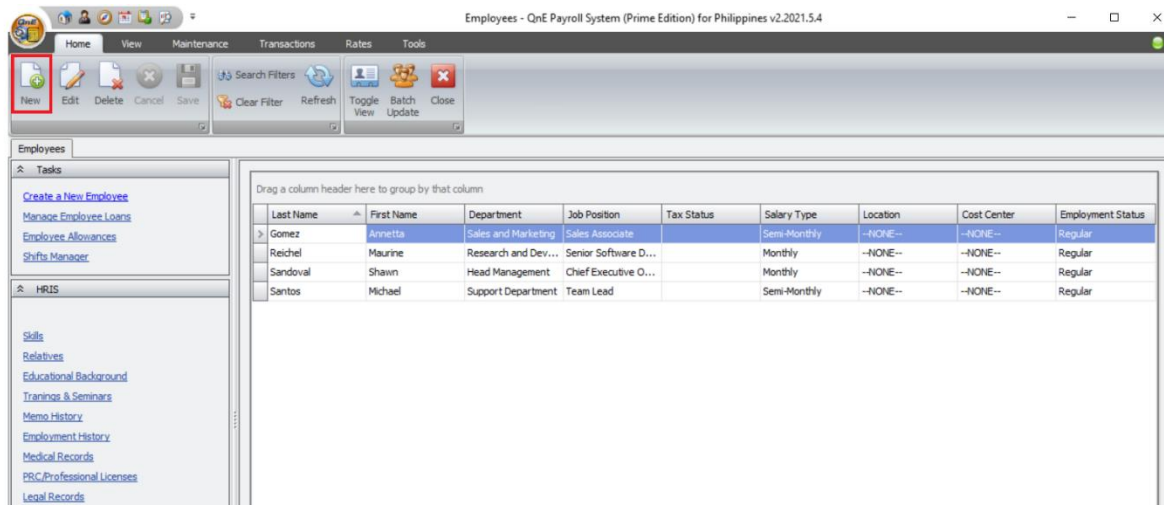
Procedure:

1. How to Create Employee

Under View Tab > Employees



Highlight the Employee > Click 'New'

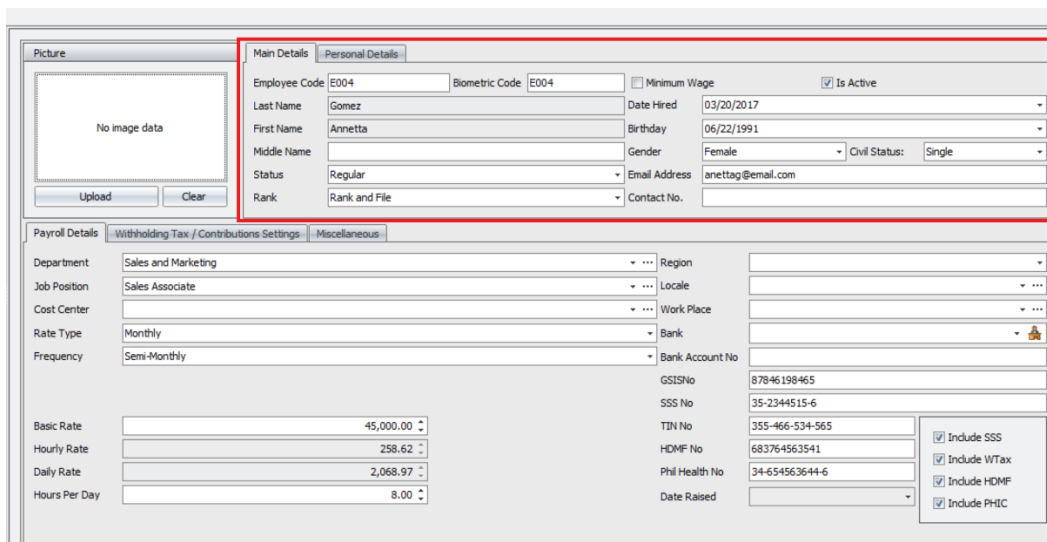


Fill-in the required fields:

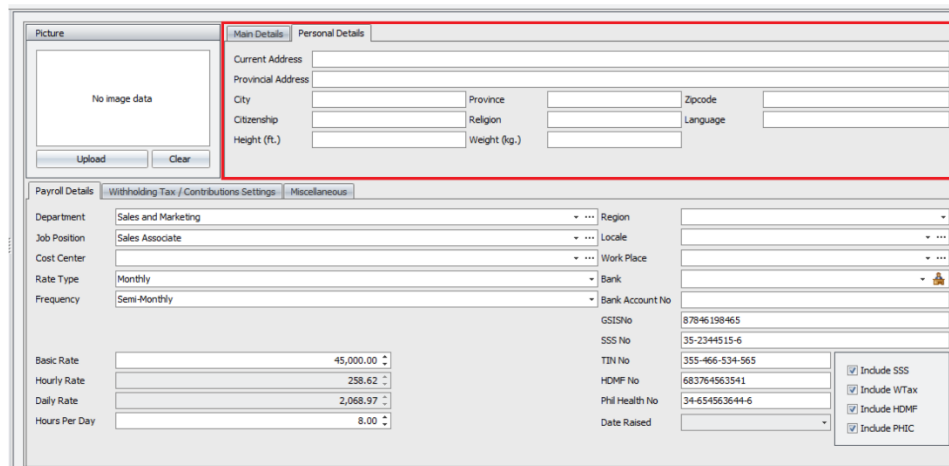
Some Fields are required and will be the basis of the system for the Payroll Computation.

Main Details:

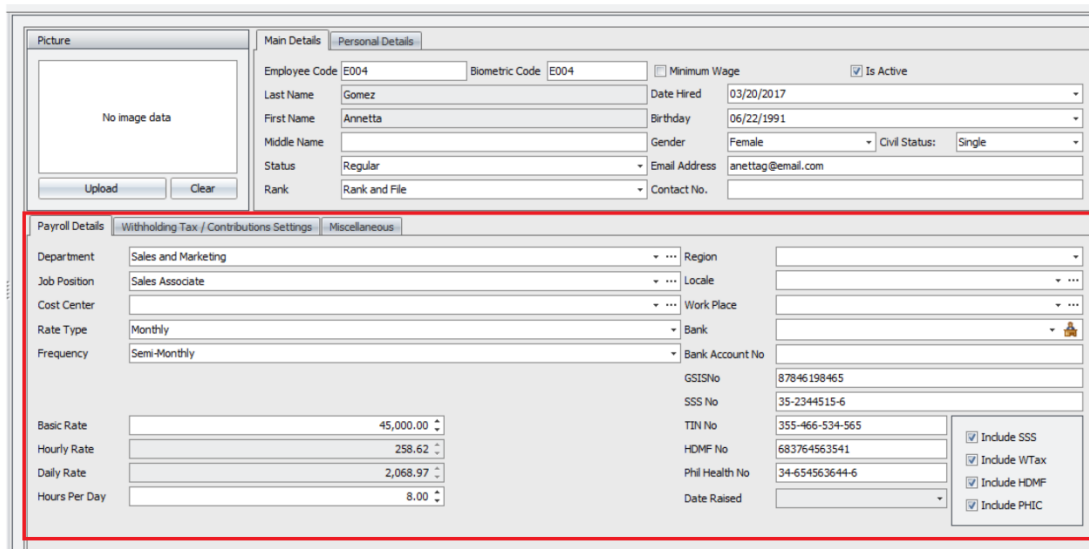
- | | |
|-----------------------------|-----------------------------|
| 1. Employee Code (Required) | 10. Birthday (Required) |
| 2. Biometric Code | 11. Gender |
| 3. Minimum Wage (Required) | 12. Civil Status (Required) |
| 4. Last Name (Required) | 13. Email Address |
| 5. First Name (Required) | 14. Contact Number |
| 6. Middle Name | |
| 7. Status (Required) | |
| 8. Rank (Required) | |
| 9. Date Hired (Required) | |


Personal Details:

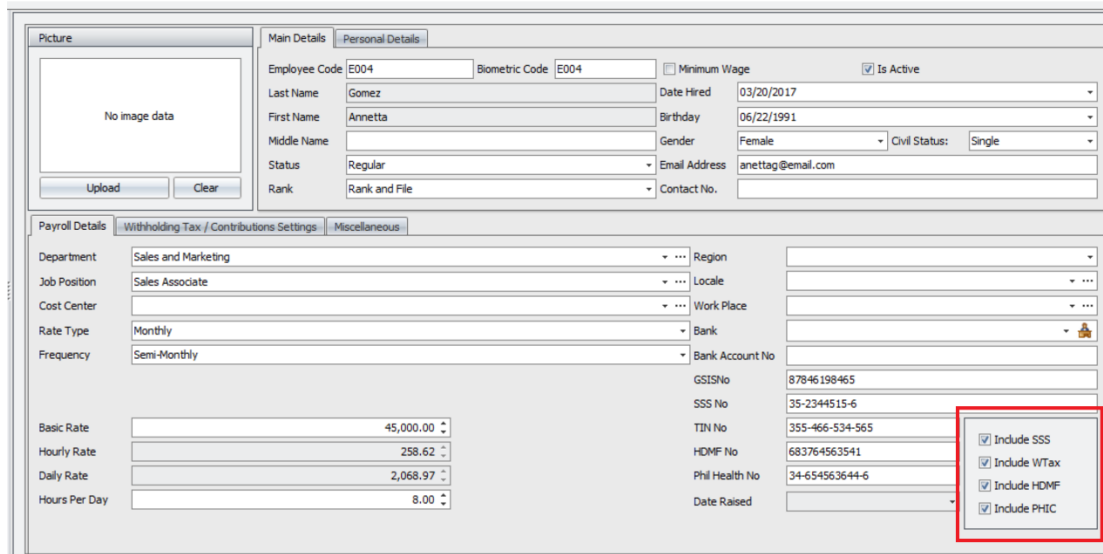
- | | |
|------------------------|-----------------|
| 15. Current Address | 21. Religion |
| 16. Provincial Address | 22. Language |
| 17. City | 23. Citizenship |
| 18. Province | 24. Height |
| 19. Zipcode | 25. Weight |
| 20. Citizenship | |


Payroll Details:

1. Department (Required)
2. Job Position (Required)
3. Cost Centre
4. Rate Type (Required)
5. Frequency (Required)
6. Region
7. Locale
8. Work Place
9. Bank
10. Bank Account No.
11. GSIS No.
12. SSS No.
13. TIN No.
14. HDMF No.
15. Phil Health No.
16. Basic Rate (Required)
17. Hours Per Day (Required)



18. Checkbox ☒ Include SSS, WTax, HDMF & PHIC, will allow the system to compute Government Contribution upon Payroll.



Picture: No image data. Upload, Clear

Main Details: Employee Code: E004, Biometric Code: E004, Minimum Wage: ☐ Is Active: ☒

Personal Details: Last Name: Gomez, Date Hired: 03/20/2017, First Name: Annetta, Birthday: 06/22/1991, Middle Name: , Gender: Female, Civil Status: Single, Status: Regular, Email Address: anettag@email.com, Rank: Rank and File, Contact No.:

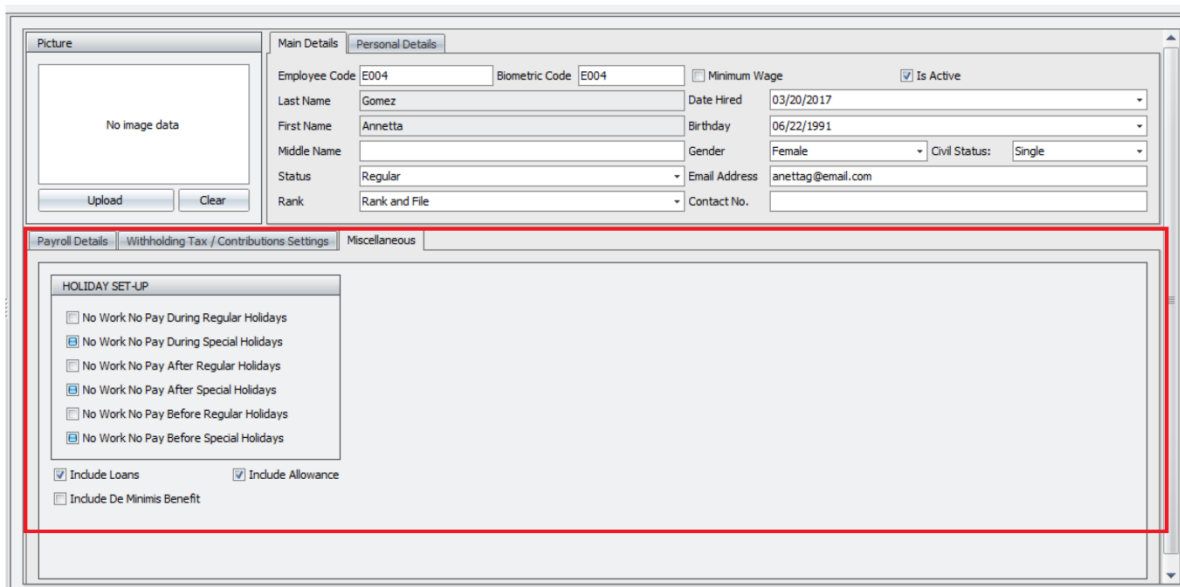
Payroll Details: Department: Sales and Marketing, Job Position: Sales Associate, Cost Center: , Rate Type: Monthly, Frequency: Semi-Monthly, Region: , Locale: , Work Place: , Bank: , Bank Account No: , GSIS No: 87846198465, SSS No: 35-2344515-6, TIN No: 355-466-534-565, HDMF No: 683764563541, Phil Health No: 34-654563644-6, Date Raised: , Basic Rate: 45,000.00, Hourly Rate: 258.62, Daily Rate: 2,068.97, Hours Per Day: 8.00

Miscellaneous: ☒ Include SSS, ☒ Include WTax, ☒ Include HDMF, ☒ Include PHIC

Miscellaneous:

19. Holiday Set-up

20. Check box ☒ Include Loans, Allowance & De Minimis Benefits to allow system to Include the ff in Payroll Computations



Picture: No image data. Upload, Clear

Main Details: Employee Code: E004, Biometric Code: E004, Minimum Wage: ☐ Is Active: ☒

Personal Details: Last Name: Gomez, Date Hired: 03/20/2017, First Name: Annetta, Birthday: 06/22/1991, Middle Name: , Gender: Female, Civil Status: Single, Status: Regular, Email Address: anettag@email.com, Rank: Rank and File, Contact No.:

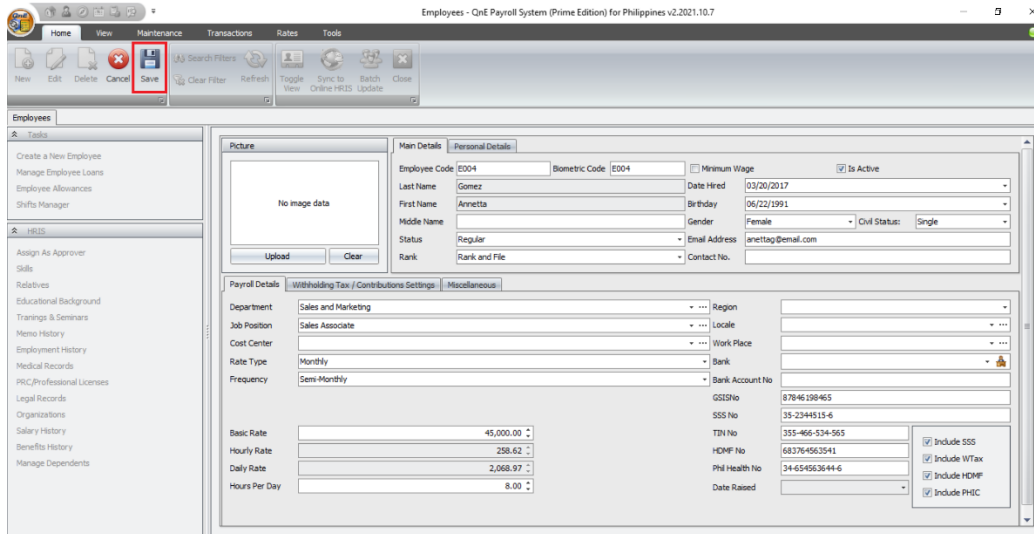
Payroll Details: Department: Sales and Marketing, Job Position: Sales Associate, Cost Center: , Rate Type: Monthly, Frequency: Semi-Monthly, Region: , Locale: , Work Place: , Bank: , Bank Account No: , GSIS No: 87846198465, SSS No: 35-2344515-6, TIN No: 355-466-534-565, HDMF No: 683764563541, Phil Health No: 34-654563644-6, Date Raised: , Basic Rate: 45,000.00, Hourly Rate: 258.62, Daily Rate: 2,068.97, Hours Per Day: 8.00

Miscellaneous: **HOLIDAY SET-UP**

☐ No Work No Pay During Regular Holidays
☒ No Work No Pay During Special Holidays
☐ No Work No Pay After Regular Holidays
☒ No Work No Pay After Special Holidays
☐ No Work No Pay Before Regular Holidays
☒ No Work No Pay Before Special Holidays

☒ Include Loans ☒ Include Allowance
☐ Include De Minimis Benefit

Once done, click 'Save'



Employees - QNE Payroll System (Prime Edition) for Philippines v2.021.10.7

Home View Maintenance Transactions Rates Tools

New Edit Delete Cancel **Save** Search Filters Clear Filter Refresh Toggle View Sync to Online HRIS Batch Update Close

Employees

Create a New Employee
Manage Employee Loans
Employee Allowances
Shifts Manager

Tools

Assign As Approver
Skills
Relatives
Educational Background
Trainings & Seminars
Memo History
Employment History
Medical Records
PRC/Professional Licenses
Legal Records
Organizations
Salary History
Benefits History
Manage Dependents

Picture

No image data

Upload Clear

Main Details

Employee Code: E004 Biometric Code: E004 Minimum Wage: ☒ Is Active

Last Name: Gomez Date Hired: 03/20/2017

First Name: Annetta Birthday: 06/22/1991

Middle Name: Gender: Female Civil Status: Single

Status: Regular Email Address: annetta@gmail.com

Rank: Rank and File Contact No.

Payroll Details

Department: Sales and Marketing Region:

Job Position: Sales Associate Locale:

Cost Center: Work Place:

Rate Type: Monthly Bank:

Frequency: Semi-Monthly Bank Account No:

Basic Rate: 45,000.00 GSIS No: 87846198465

Hourly Rate: 258.62 SSS No: 35-2344515-6

Daily Rate: 2,068.97 TIN No: 355-466-534-565

Hours Per Day: 8.00 HDMF No: 683764563541 ☒ Include SSS

Phil Health No: 34-654563644-6 ☒ Include WTax

Date Raised: ☒ Include HDMF ☒ Include PHIC

Notes:

- Hourly Rate and Daily Rate is automatically computed
- Other fields that requires Maintenance – refer to other KBs for further instruction

Formula: Basic Rate x 12 (Months per Year) / EMR = Daily Rate / Hours Per Day = Hourly Rate

2. How to Edit Employee Details

In Employee Maintenance, Choose Employee then click 'Edit'.

Employees - QNE Payroll System (Prime Edition) for Philippines v2.2021.10.7

Home View Maintenance Transactions Rates Tools

New Edit Delete Cancel Save Clear Filter Refresh Toggle View Sync to Online HRIS Batch Update Close

Employees

Tools

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Manage Employee Loans
Employee Allowances
Shifts Manager

HRIS

Assign As Approver
Skills
Relatives
Educational Background
Trainings & Seminars
Memo History
Employment History
Medical Records
PRC/Professional Licenses
Legal Records
Organizations
Salary History
Benefits History
Manage Dependents

Picture

No image data

Upload Clear

Main Details

Employee Code E004 Biometric Code E004 ☐ Minimum Wage ☒ Is Active

Last Name Gomez Date Hired 03/20/2017

First Name Annette Birthday 06/22/1991

Middle Name Gender Female Civil Status Single

Status Regular Email Address anetteg@gmail.com

Rank Rank and File Contact No.

Payroll Details

Withholding Tax / Contributions Settings Miscellaneous

Department Sales and Marketing Region

Job Position Sales Associate Local

Cost Center Work Place

Rate Type Monthly Bank

Frequency Semi-Monthly Bank Account No.

Basic Rate 45,000.00

Hourly Rate 258.62

Daily Rate 2,068.97

Hours Per Day 8.00

GSS No 87946129465

SSS No 35-2344515-6

TIN No 355-466-534-565

HDMF No 683764563541

Phil Health No 34-654563644-6

Date Raised

☒ Include SSS
☒ Include WTax
☒ Include HDMF
☒ Include PHIC

Apply necessary amendments. Once done, click 'Save'

Employees - QNE Payroll System (Prime Edition) for Philippines v2.2021.10.7

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Employment History
Medical Records
PRC/Professional Licenses
Legal Records
Organizations
Salary History
Benefits History
Manage Dependents

Picture

No image data

Upload Clear

Main Details

Employee Code E004 Biometric Code E004 ☐ Minimum Wage ☒ Is Active

Last Name Gomez Date Hired 03/20/2017

First Name Annette Birthday 06/22/1991

Middle Name Gender Female Civil Status Single

Status Resigned Email Address anetteg@gmail.com

Rank Rank and File Contact No.

Payroll Details

Withholding Tax / Contributions Settings Miscellaneous

Department Sales and Marketing Region

Job Position Sales Associate Local

Cost Center Work Place

Rate Type Monthly Bank

Frequency Semi-Monthly Bank Account No.

Basic Rate 45,000.00

Hourly Rate 258.62

Daily Rate 2,068.97

Hours Per Day 8.00

GSS No 87946129465

SSS No 35-2344515-6

TIN No 355-466-534-565

HDMF No 683764563541

Phil Health No 34-654563644-6

Date Resigned 07/15/2021

Date Raised

☒ Include SSS
☒ Include WTax
☒ Include HDMF
☒ Include PHIC

Note: Employee Last, First and Middle Name are not editable once they have existing transactions.

NOTE:



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>

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